Procedure

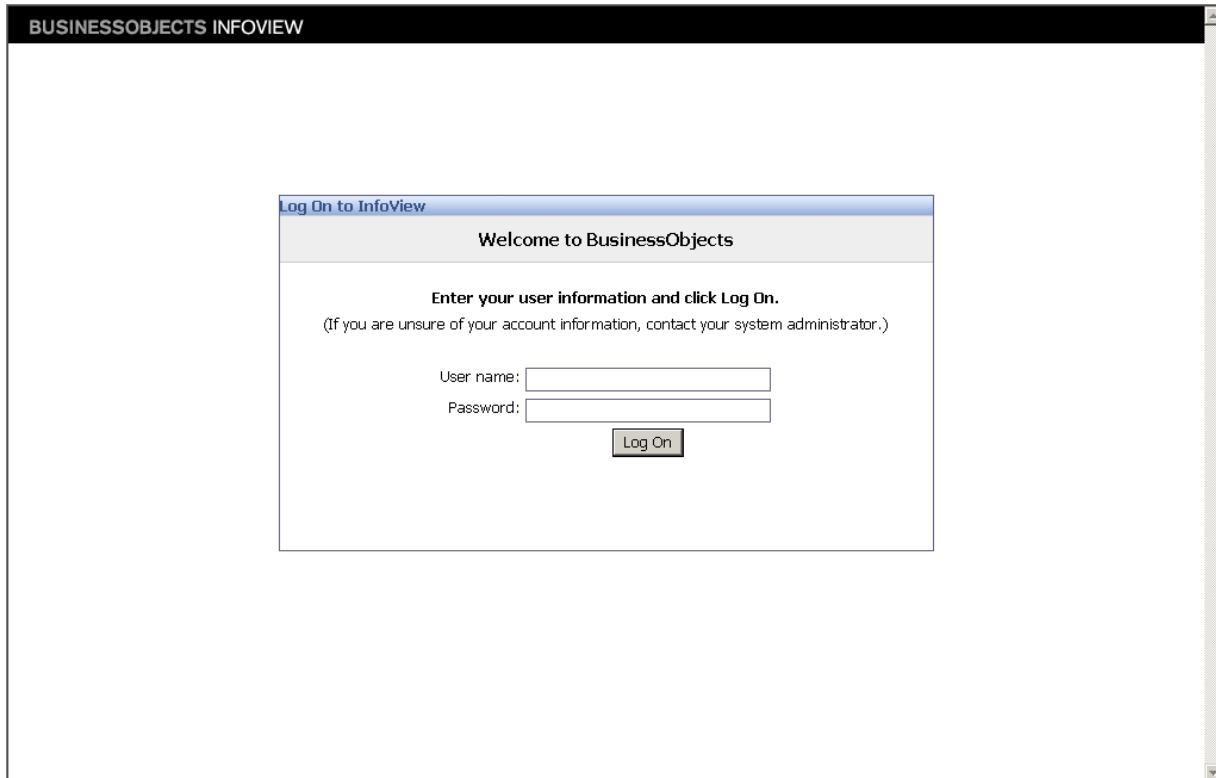1. Start the transaction using the menu path or transaction code.

Log On to InfoView

2. Press [Enter] to continue.

> To access InfoView, all you need is a standard web browser and the web address.
>
> If you don't know the web address for InfoView, contact your BusinessObjects Enterprise System Administrator.
>
> Press **[Enter]** to continue.

Log On to InfoView

3. As required, complete/review the following fields:

Field	R/O/C	Description
	R	**Example:**
		user

> To log on, you enter your username and password. If you don't have this information, see your System Administrator.
>
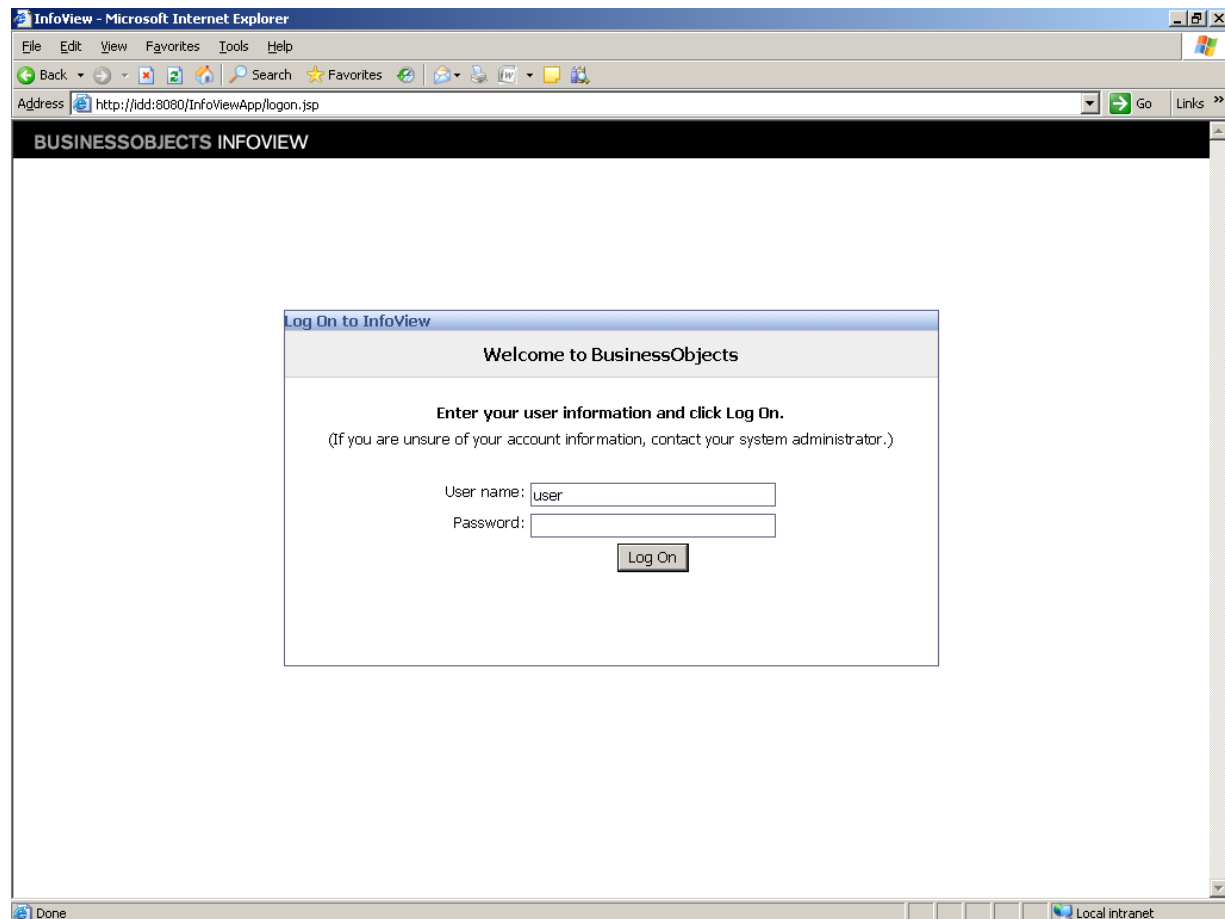> In this example you will log on to InfoView with the following credentials:
>
> User name: user
>
> Password: Password
>
> **Note:** Passwords are case-sensitive.

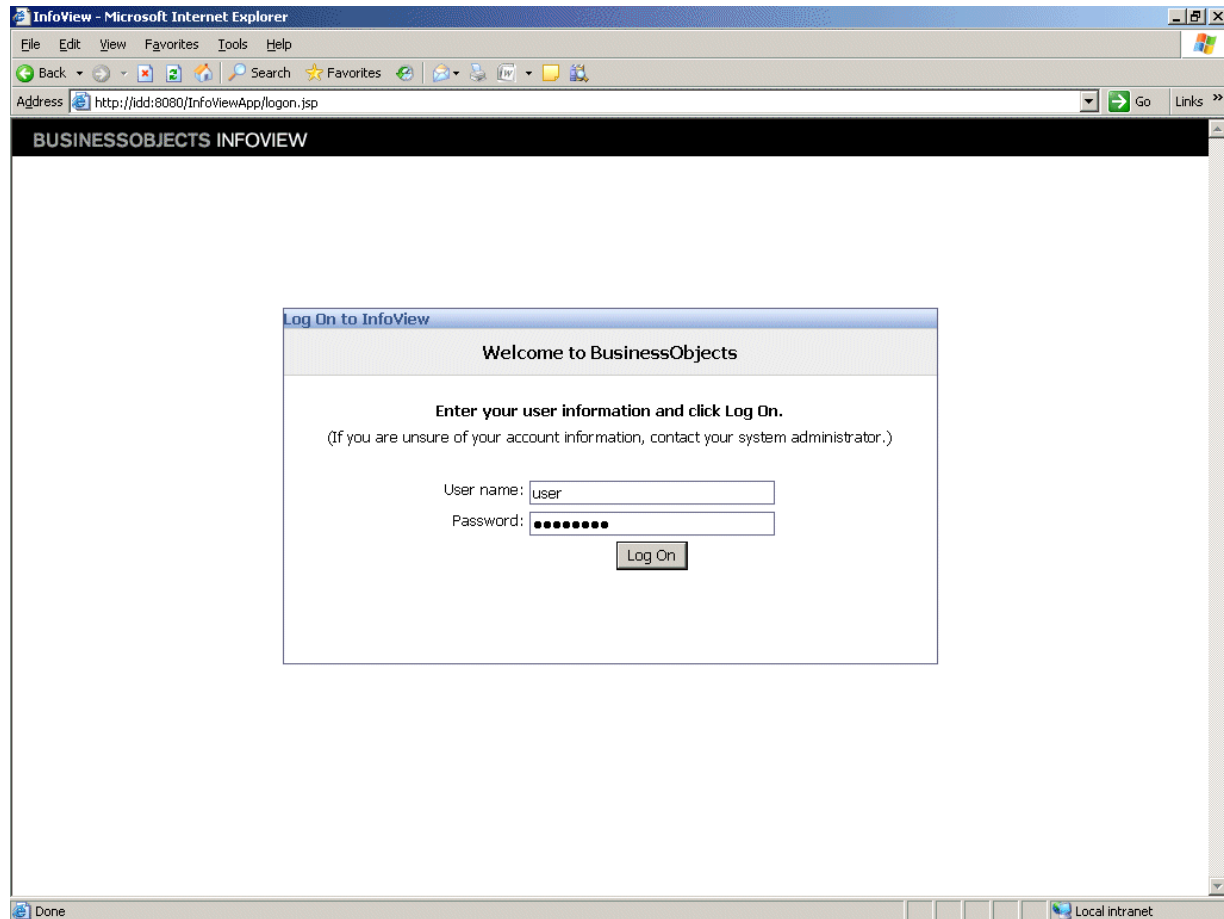> Enter the desired information into the *User name:* field.

InfoView

4. As required, complete/review the following fields:

Field	R/O/C	Description
	R	**Example:** Password

Enter the desired information into the *Password:* field.
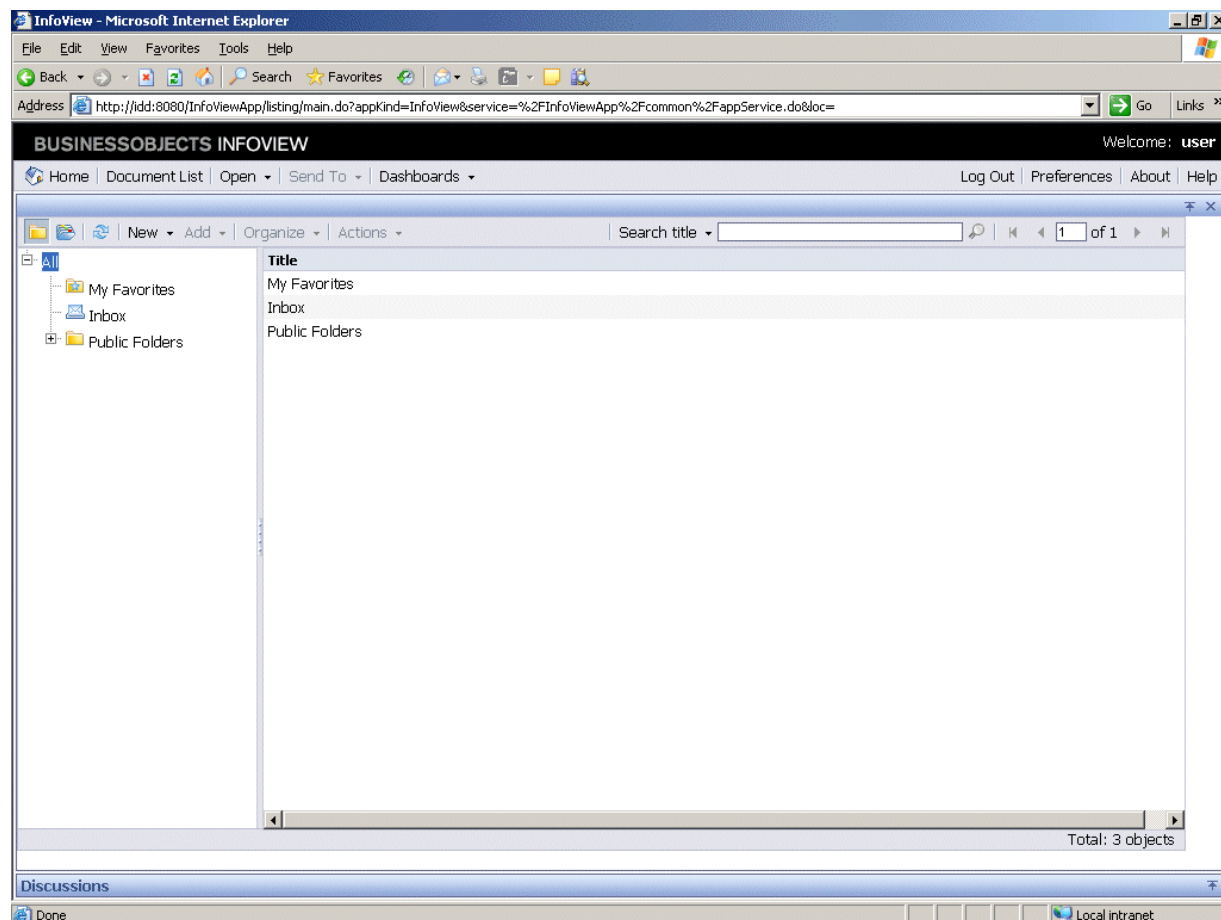
Log On to InfoView

5.   Click **Log On.**

null Toolbar
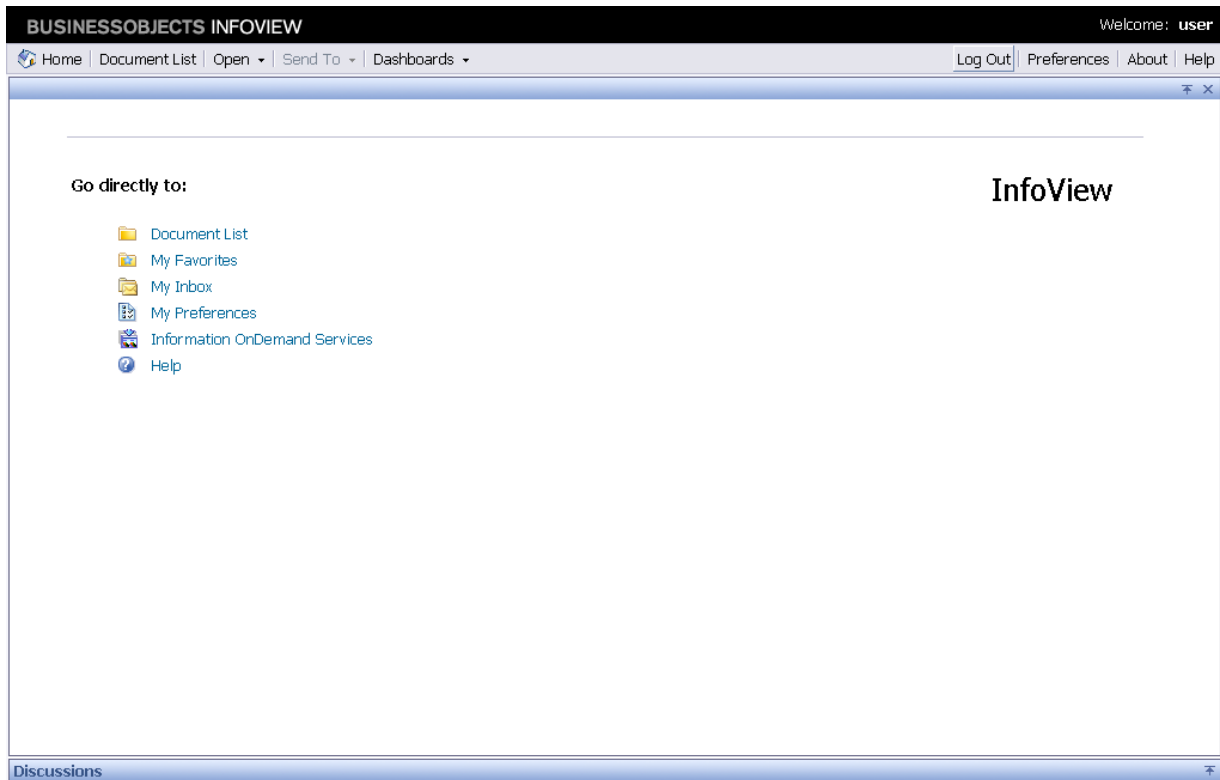
6.   Click the **Document List** object.

InfoView Toolbar

7.   Press [Enter] to continue.

> InfoView is your personal gateway to the documents that you and other users create, such as BusinessObjects™ Web Intelligence, BusinessObjects™ Desktop Intelligence or Crystal Reports® documents.
>
> From InfoView, you can manage, save, and distribute documents throughout the organization, as well as create new documents.
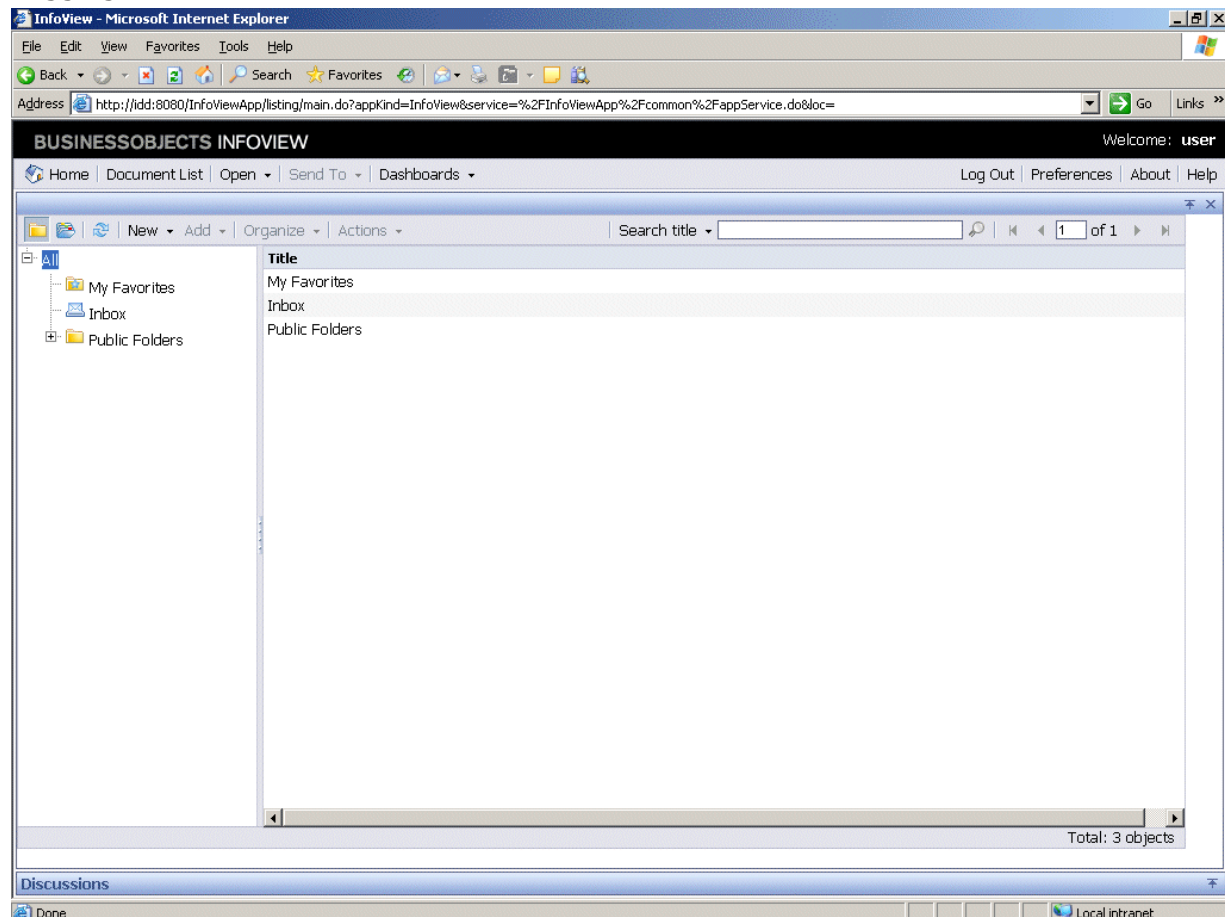>
> The InfoView Home page can be customized by your System Administrator to look like your own corporate web site, with your organization's logo and colors.
>
> This is the Home page as it appears by default, before customization.

> Press **[Enter]** to continue.

Logging on

8. Click **Log Out**.

> The Lock button on the right of the page will log you off of InfoView.

> When you log off you return to the log on page.
>
> Press **[Enter]** to continue.